



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION – ADMINISTRATION OFFICE

Position: Associate Governmental Program Analyst

Salary: Range \$4,255.00 - \$5,172.00

Location: 1515 Clay St. 17th Fl. Oakland, CA 94612-1486

Duties: Under the general direction of the Chief, Programmatic Services (CEA II), the AGPA will be responsible for working with the DIR Budget Office to develop and maintain the Division's budget. The AGPA will coordinate all budget related activities of the Division and report regularly to the CEA II regarding budget issues. Duties include the following: coordinate the ongoing fund management of the Workers' Compensation Administration Revolving Fund through constant oversight and monitoring of collections and spending. Work cooperatively with the SSM I (Supervisory) to develop estimates of funding needs prior to the development of each assessment. Develop and maintain monitoring systems to assist the CEA II with internal fiscal decision-making, including updated staffing profiles, Schedule 9 expenditures, and expenditures on major contracts. Work with the DIR Budget Office to develop initial allocation reports and quarterly expenditure projections. Develop DWC's portion of budget drills initiated by the Labor Agency or Department of Finance. Develop mechanisms to monitor workload in DWC units to provide statistical evidence for staffing changes, including budget change proposals. Work with DWC unit managers to develop BCPs as needed. Develop fiscal impact estimates for legislative bill analyses. Maintain continuous contact with the DWC budget analyst in the DIR Budget Unit. Work with the departmental Personnel Office to maintain current staffing profiles for use in preparation of the Schedule 7A. Coordination and development of other projects, as assigned.

SROA and Surplus Employees will be given first consideration and are encouraged to apply. Position may be reclassified to Staff Services Analyst for the appropriate candidate.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Bronwyn Ahlbrecht (510) 286-7090

Applications accepted until June 1, 2007 or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.